



MEETING MINUTES FEB.18,2022

10:30 – 12:00 p.m. Virtual Meeting - Zoom

Meeting called to order: 10:30 a.m.

In attendance: Johanna Bell, Keith Bingham, Maggie Eirenschmalz, Felipe Gutierrez De Alba, Tommie Guy, Ashlyn Herold (Chair), Jennifer Hock, Leslie Jia, Staci Miller, Keegan Phillips, Micaela Rubalcava, Nicole Shimabuku Sidney Sullivan

Absent: Ben Davis, Kate Kirkpatrick (Proxy: Sidney Sullivan), Jack Sato

Guests: YeVonne Allen, Amber Anaya

Approval of 12/17/21 Minutes

Motion: Johanna Bell

Second: Felipe Gutierrez De Alba

Motion was approved.

Committee Chair Elections

Ashlyn called for nominations for Administrative Faculty Committee Chair and the election will commence beginning February 18 to be completed by March 25, 2022. Ashlyn won't be running again.

Administrative Faculty Committee – Faculty Senate Executive Board

The committee discussed why it would be beneficial for the AFC chair to serve on Faculty Senate Executive Board and what the process would be for accomplishing that. In order for the AFC chair to serve on the board and be compensated for it, which the committee agrees is important due to equity with other board members and the increase in workload, it would have to be changed in the NFA contract. NFA contract negotiations are beginning again soon, though preliminary conversations make it seem unlikely to pass this round. The recommendation is for the AFC to lay a foundation for why this is a priority before the next round of NFA contract negotiations.

The committee also discussed attending other standing committee meetings and bringing more involvement, diversity, and topics to them. It was noted the committees work on issues which also affect Administrative Faculty. It was suggested to use the At-Large Listserv to inform the Administrative Faculty what each committee's charges are in order to create interest and get folks to join the committees.

Annual Evaluations

a. Email Reminder on At-Large listserv: The committee discussed what role they have in ensuring everyone receives their evaluation. It is the employee's responsibility to ensure their evaluation is completed. If they experience any issue they should go up their reporting chain. Human Resources will include the employee in the email reminders to complete the evaluations.

b. Website Update: *Sidney Sullivan moved and Staci Miller seconded to approve the text to the website for the Administrative Faculty Evaluations. Ashlyn will forward the approved changes to Virginia.*

c. Changes, next steps: The committee will have Marynia, Chair of the Professional Standards Committee attend the March or April meeting to discuss her committee's process for updating the form. Ashlyn asked the committee if changes

to the admin. faculty forms are wanted. The committee agreed to create a folder with every other institution's evaluation forms for reference.

Proposed Professional Development Training Update

There have been no new updates at this time.

New Business

None.

Old Business

None

Committee Announcements

Next meeting March 25, 10:30-12:30 p.m. via Zoom

Adjournment: 11:46 a.m.